



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

GA-06-058

OPENING DATE

09/13/2006

CLOSING DATE

10/03/2006

POSITION

Pharmacy Technician,
GS-661-5/6

LOCATION AND DUTY STATION

Pharmacy Services Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY

GS-5: \$28,349 - \$36,856 PA
GS-6: \$31,601 - \$41,080 PA

NUMBER OF VACANCIES

1 Vacancy - 202032

APPOINTMENT

- ☒ Permanent
☐ Temporary

NTE: _____

WORK SCHEDULE

- ☒ Full Time
☐ Part Time
☐ Intermittent

AREA OF CONSIDERATION

- ☐ Commuting Area
☐ Navajo Area Wide
☒ IHS Wide
☐ DHHS Wide

SUPERVISORY/MANAGERIAL

- ☐ YES, may require one-year probation
☒ NO

PROMOTION POTENTIAL

- ☒ YES, to grade: GS-6
☐ NO known potential

HOUSING

- ☐ YES, government housing available
☒ Private Housing Only

TRAVEL/MOVING

- ☐ May be paid for eligible employees
☒ NO expenses paid

DUTIES: Performs the basic technical processes entailed in dispensing prescriptions. Verifies identity of patient, reviews all medications with patient (or proxy) using the IHS consultation method to include proper dose, directions for use, potential adverse reactions, side effects, expected outcomes drug-drug or drug-food interactions. Provides patient education, includes consultation of patient using these drugs for the first time or on a chronic basis. Patients may be from pediatric through the geriatric ages. Seeks guidance on unique patient problems or questions from the pharmacist as appropriate. Participates in ongoing quality improvement activities in the pharmacy department. Performs independent monthly inspections of all drug storage areas such as in pharmacy areas, inpatient areas or ambulatory areas including review of the cardiac arrest carts to verify that adequate stocks are on hand, storage conditions meet specifications and that drugs are within expiration dates including the correction of any problems found. Prepares sterile solutions. Interprets

the doctor's orders, obtains necessary ingredients, measures and mixes ingredients to prepare intravenous additives, prepares label and places it on final container, maintaining all records of the process including lot numbers and quantities of ingredients and supplies the product for delivery. Considers the needs of the patient and nurse in determining when to prepare solutions. Manufactures products requiring compounding techniques that are made for more than one patient. Interprets the compounding product card, measures the appropriate ingredients and mixes in a safe manner according to protocol. Inspects the final product for accuracy and suitability, maintains records of the manufacturing process, labels the product, and supplies it for delivery. Uses standard protocols for determination of an appropriate expiration date for each batch prepared. Manages the drug supply function of the pharmacy department from assemble of need, preparing of purchase orders and request, placing phone orders to wholesalers or prime vendors, receipt and placement of incoming orders into inventory with appropriate documentation. Considers the urgency of the request for drugs when ordering so that supplies are available as needed. Performs final check of unit dose carts or verifies simple, non-sterile compounds prepared by lower-level technicians, verifies correct data entry on patient care functions such as correct drug, strength, dosage form and quantity into the patients computerized medical records. Performs other related duties as assigned.

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

EXPERIENCE AND EDUCATION REQUIREMENTS

Specialized Experience (for positions at GS-4 and above):

Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Qualifying specialized experience may have been gained in hospital pharmacies, retail pharmacies, or in pharmaceutical firms or laboratories. Experience must have provided a basic knowledge of:

- Pharmaceutical nomenclature;
- Characteristics, strengths, and dosage forms of pharmaceuticals;
- Pharmaceutical systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.

OR

Education and Training:

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses.

Successful completion of pertinent specialized training courses in pharmaceutical and pharmacy practices while serving in the Armed Forces is creditable on a month-for-month basis up to the 1-year of specialized experience required for GS-5.

NOTE: Graduate education meets the specialized experience required above GS-5 only in those instances where it is directly related to the work of the position.

POSITIVE EDUCATION REQUIREMENT: No **LICENSURE REQUIRED:** No

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-5 must have completed 52 weeks of service at the GS-4 level, and candidates for GS-6 must have completed 52 weeks of service at the GS-5 level by the closing date of the vacancy announcement.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade and qualification requirements by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: This position requires a rotating work schedule that includes evenings, weekends and/or holidays.

Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions or IHS Excepted Service Qualification Standard, Series GS-661 for complete information. Substitution of education for experience will be made in accordance with those standards. **TO OBTAIN EDUCATION CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS.** For more complete information, contact your servicing Personnel Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to perform the technical aspects of the position.
2. Ability to communicate effectively with various individuals and
3. Ability to operate automation equipment.
4. Ability to plan, organize work, work independently and handle stressful situations.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

NOTE: All applicants will be required to complete and sign the OF-306, Declaration for Federal Employment with original signature to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

NOTE: All applicants claiming Indian Preference must submit a copy of an official Bureau of Indian Affairs Preference Certificate, BIA Form 4432 (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference or appropriate BIA Form showing blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.

TELEFAXED APPLICATIONS OR RESUMES WILL NOT BE ACCEPTED.

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Division of Human Resources, P.O. Box 1337, Gallup, NM 87305, by close of business (4:30 p.m.) on the closing date: **10/03/2006**. For more information contact: Irene Benallie at (505) 726-8720.

- 1) OF-612, Optional Application for Federal Employment;
- 2) SF-171, Application for Federal Employment;
- 3) *Resume; or
- 4) *Any other written application format; PLUS transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #8 (HIGH SCHOOL), #9 (COLLEGE AND UNIVERSITIES) and #10 (WORK EXPERIENCE) will be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD214, indicating Discharge and/or SF-15 - if claiming 10-point. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status or reinstatement eligible;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee;
7. Highest Federal civilian grade held (give series and dates held);
8. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
9. **College and Universities** - Name, City, State (zip code, if known), Major, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned). (Attach Official Transcript);
10. **Work Experience** (paid and non-paid) - Job Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number; Starting and Ending Dates (month/year); Hours worked per week; and Salary;
11. Indicate if we may contract your current Supervisor;
12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the GIMC Personnel Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

s/ Irene Benallie
PERSONNEL CLEARANCE

09/12/2006
Date

THIS ANNOUNCEMENT NUMBER: GA-06-058 MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON APPLICATION FORMS AND SUPPLEMENTAL STATEMENTS.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

SUPPLEMENTAL QUESTIONNAIRE
Pharmacy Technician; GS-661-5/6

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE POSITION.** This is the ability to apply the aspects of pharmaceutical compounding, prepackaging, dispensing, labeling and filling of pharmacy requisitions. Ability to read and comprehend written prescriptions, mathematical functions and directions for compounding and preparing intravenous preparations while adhering to aseptic techniques. Ability to assist with inventory management by maintaining and ordering supplies. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO COMMUNICATE EFFECTIVELY WITH VARIOUS INDIVIDUALS AND GROUPS IN WRITING OR ORALLY.** The person in this position should possess this ability to establish and maintain positive interpersonal relations utilizing tact, diplomacy, and mature professional judgment while communicating verbally and in writing with patients, employees, and health care providers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO OPERATE AUTOMATION EQUIPMENT.** Moderate typing skills will be required to perform functions relating to prescription entry, label generation for prepackaging and other functions as required. This includes the ability to operate automatic tablet counters and other automation equipment as needed. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO PLAN, ORGANIZE WORK, WORK INDEPENDENTLY AND HANDLE STRESSFUL SITUATIONS.** This is the ability to accomplish assignments by planning and organizing; ability to work under changing conditions, meet deadlines, and prioritize assignments, work independently and seek guidance when necessary. This also includes the ability to maintain composure and perform duties effectively when handling difficult or angry customers, responding to emergency or disaster situations. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

I, *CERTIFY* that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant (Sign in Ink)

Date